

**East Texas Al-Anon/Alateen
(ETAAA)
*Policy and Suggested Guidelines
Handbook***

April 5, 2024 (Draft)

Approved by AWSC _____

ETAAA Policies and Suggested Guidelines Handbook

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ETAAA Policies and Suggested Guidelines Handbook

Introduction

The Policy and Suggested Guidelines Handbook is a compilation of AWSC and Assembly motions in addition to the collective experience used in Texas East to address matters affecting the AWSC, Assemblies, and the Area as a whole. Texas East follows the policies and guidelines listed in the *Al-Anon/Alateen Service Manual – Digest of Al-Anon and Alateen Policies and World Service Handbook* sections. Policies and suggested guidelines adopted by the AWSC and approved in an East Texas Al-Anon Alateen Area Assembly (ETAAA), are indicated by a date and a year in parentheses.

As Texas East grows and more ideas and questions are received, this Handbook will evolve, and the Area's Trusted Servants will provide guidance to meet the opportunities presented by the circumstances and our growth at that time.

This is an evolving document and will be revised as deemed appropriate. For example, when new motions are made and passed by the Group Representatives in matters concerning the Area or by members of the AWSC for matters concerning the functioning of the AWSC, this Handbook will be revised.

ETAAA Policy and Procedures

Common Terms & Acronyms

AAPP	Area Alateen Process Person
AFGWME	Al-Anon Family Groups Which Meet Electronically now referred to as electronic groups or non-geographical groups
AMIAS	Al-Anon Member Involved in Alateen Service
Area	Texas East or Area 53 or Texas East Area 53, or East Texas
ASBR	Area Safety and Behavioral Requirements
Assembly	Meeting of AWSC members, voting GRs, and others
AWSC	Area World Service Committee
DR / Alt. DR	District Representative / Alternate District Representative
GR / Alt. GR	Group Representative / Alternate Group Representative
ETAAA	East Texas Al-Anon/Alateen Area Assembly
Manual	<i>Al-Anon/Alateen Service Manual</i> or <i>Service Manual</i>
ETAAA Policy & Suggested Guideline Handbook	Referred to as “this document” throughout
PRC	Policy Review Committee
SCRDM	South Central Regional Delegate Meeting
WSC	World Service Conference
WSO	World Service Office

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I. ETAAA Policy and Suggested Guidelines Handbook

- A. ETAAA business shall be conducted in accordance with the *Al-Anon Alateen Service Manual*.
- B. All policies or suggested guidelines that differ from the *Service Manual* and are in effect for the ETAAA will be incorporated in this document.

II. Suggested Guidelines for Establishing or Modifying Policy

- A. The Policy Review Committee (PRC) can make policy recommendations for the AWSC's consideration but cannot itself set policy for the Area.
- B. The AWSC cannot set policy for the Area. Suggested Guideline: the Area World Service Committee (AWSC) typically presents a policy recommendation to the GRs using Knowledge-Based Decision-Making (KBDM). If the recommendation is approved by the GRs at Assembly (e.g., a motion is made and passed), the recommendation becomes policy.
- C. A recommendation for new or policy revision can also be made at the Assembly without being reviewed by the AWSC. It is suggested that such a recommendation be voted on at the next appropriate Assembly to give adequate time for all GRs to review the recommendation prior to voting.

III. ETAAA Elected & Appointed Positions Policy

- A. The Area elects the Delegate, Alternate Delegate, Chair, Secretary and Treasurer (officers) (*Service Manual*). The Area also elects all coordinators and the AAPP. (based on a series of motions beginning in May 1977).
- B. The Alternate Delegate serves as the Literature/*Forum* Coordinator. (May 15, 1999).
- C. The Secretary serves as the Alt. Chair (May 20, 1989).
- D. Assembly Mentor is appointed by the Area Chair (May 15, 2021). This is a non-AWSC position (See, Assembly Mentor Guidelines, Appendix II). The term of the Assembly Mentor is 3 years starting after the Spring Assembly of the newly elected panel of ETAAA officers and coordinators.

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- E.** The Information (“Data”) Steward is appointed by the Area Chair. (AWSC Jan. 29, 2022). This is a non-AWSC position on a five (5) year trial basis ending Jan. 29, 2027.
- F.** Alateen Liaison to the AWSC is elected by the Alateens attending the Fall Assembly meeting. The term is one year. (Oct. 31, 2009).

IV. AWSC

- A.** The purpose of the AWSC meeting is to plan the Assembly agenda, convey information, provide reports, and make decisions that cannot wait until the next Assembly. Ideas, questions, and problems regarding the Assembly are discussed. (*Service Manual*).
- B.** The AWSC usually meets on a quarterly basis – two committee meetings and two agenda meetings (AWSC Motions Jan. 1991). Currently the AWSC meets twice each year in between the Spring and Fall Assemblies and twice each year prior to the Assembly Business meeting.
- C.** Members of the AWSC with voice and vote include officers, DRs (or the Alt. DR), coordinators, the AAPP, Al-Anon Information Service Liaisons and Alateen Liaison. Non-voting members of the AWSC with voice but no vote are past Texas East Delegates, current and past Trustees and past Delegates living in Texas East, and past Area Chairs. (AWSC Jan. 1997 and Area Motions Nov. 2000).

V. Assemblies

- A.** The purpose of the Assembly is to ensure adequate interchange of information and ideas about service activities, not only in the immediate Area, but where Al-Anon is concerned worldwide. (*Service Manual*).
- B.** Suggested Guideline: The Area Chair prepares the Area Business meeting agenda and facilitates the Assembly business meeting.
- C.** Voting members of the Assembly are GRs, or the Alt. GR in the absence of the GR, following the principle of one vote per group. (*Service Manual*).
- D.** An Assembly is held twice each year. (Nov. 1969 and Sept. 2007).
- E.** Assemblies are hosted by various Districts of the Area following the Area Rotation Schedule prepared by the Area Chair. (Nov. 17, 2001).

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- F.** The current suggested guideline for Assemblies is a 2-night event starting on Friday night and ending Sunday morning. (May 19, 2000). It is suggested that the host District use the ETAAA Host District Guidelines (Appendix I) and work with the Assembly Mentor when hosting the Assembly.
- G.** The current suggested guideline for the ETAAA business meeting is to follow Knowledge-Based Decision-Making (KBDM) for discussion and/or vote. It has been a tradition that all information to be voted on is made available to the GRs prior to the Assembly (e.g., *The Beacon* and/or Texas website).

H. Assembly Voting and Election

1. Motions to be written on motion slips. (May 17, 1986). The suggested Guideline is to follow *Robert's Rules of Order* for making motions and that the motion include the name of the GR who is making the motion. The name of the GR does not need to be recorded in the motion book, but in the minutes. Recordation of the name of the person who seconded the motion is not required in the minutes. The current suggested guideline is for: 1) GR to read the motion; 2) the Chair rereads the motion and makes sure that no more discussion/clarification is needed, and 3) the Chair calls for the vote.
2. ETAAA follows the election procedure outlined in *The World Service Handbook* for all officers. Experience has shown that election of all officers by ballot is preferred to allow the minority opinion to be voiced.
3. The Area Chair will provide a list of trusted servants eligible to stand for Delegate, Alternate Delegate, Chair, Secretary and Treasurer (*Service Manual*).
4. Eligibility for Delegate, Alternate Delegate, and officers:
 - a. Any person that has served three years as a District Representative or as an area officer in the world-wide Fellowship of Al-Anon/Alateen.
 - b. Has remained active in the East Texas Area 53 by not missing more than two (2) assemblies during the current panel term. Current District Representatives must also not have missed more than four (4) Area World Service Committee Meetings during the current panel term.

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c. Regularly attends Al-Anon- meetings.

d. Is not also a member of Alcoholics Anonymous. (May 21, 2011).

5. Suggested Guideline: nominations can be taken from the floor on the day of the election.
6. Coordinators are elected (May 1990). Suggested Guideline: The Chair can ask if GR will make a motion to determine the method of balloting and the number of votes required to elect coordinators.
7. Newly elected Group Representative vote for the Area officers and coordinators at the November Assembly, however, the group conscience of each group may choose to have the outgoing Group Representative vote instead (May 1990).

I. Delegate's Report

A definite time be set aside for the Delegate's Report. This is not to exceed one hour and to be made at the beginning of the business meeting (Nov. 11, 1976).

VI. Standing Committees

A. Suggested Policy Review Committee

1. The purpose is to review, clarify and make recommendations for changes to the Policy and Suggested Guidelines Handbook.
2. Suggested Guideline: Members of the Policy Review Committee are:

The immediate past Delegate and three 3 members appointed by the Area Chair.

3. The Policy Review Committee can make editorial changes to the Handbook (*e.g.*, grammar, punctuation, changes to committee names, and the like).

B. Finance Committee

1. The purpose of the Finance Committee is to recommend a proposed budget to the AWSC and to review budget overruns.
2. Members of the Finance Committee are the Treasurer (Chair), Delegate, Area Chair and four (4) members appointed by the Area Chair. (Nov. 11, 1976).

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C. Audit Committee

1. Audit to be performed at the end of each fiscal year and before tax forms are filed annually. (AWSC Jan. 29, 2022).
2. Suggested Guideline: Members of the Audit Committee are the immediate past Treasurer and members appointed by the Area Chair.

VII. Area Treasurer

1. The Treasurer will maintain two (2) accounts for bookkeeping and accounting purposes, an Operating Account and an Ample Reserve Account. Each account will have 4 signatures on the signature card, Treasurer, Secretary, Chair and Delegate. (May 13, 1978).
2. The Area's ultimate financial goal is to maintain an ample reserve of \$20,000.00. (May 14, 2016). The Treasurer is authorized to decide the best investment option for the ample reserve investment (Nov. 5, 2016).
3. The Treasurer shall report the following financial contributions to WSO and the Area:
 - a. Spring Assembly Birthday Basket is passed so that all who wish to can contribute \$1.00, for each year of membership in the worldwide fellowship of Al-Anon Family Groups to be sent to WSO as a birthday present. (May 18, 1991).
 - b. Fall Assembly a Gratitude Basket is passed as a love donation to the Area since November is Gratitude month. (November 23, 1991).

VIII. Expenses paid by Area Funds

1. Suggested Guideline: In keeping with good business practices, requests for reimbursements should be made on forms provided by the Area Treasurer and all expenses be identified and itemized.
2. That all Area officers and coordinators present a full listing of their expenses, regardless of whether they accept reimbursement. (November 14, 1998).
3. Expenses for Area activities that qualify for reimbursement include:

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- a. Expenses necessary for carrying out the duties of the officers and coordinators in accordance with the IRS Tax Laws (May 19, 2012). Suggested Guideline: Districts can only use the Area EIN number for tax exemption status (e.g., hotel tax and goods purchased) and not bank accounts when hosting an Assembly.
- b. Reimbursement for at home copies made on behalf of Texas East Area 53 increased to 0.10 per page (May 5, 2018).
- c. Increase ETAAA mileage rate to 0.40 per mile (Nov. 13, 2021).
- d. Incidental Expenses amount to be determined based on the current area budget for the Delegate to attend the World Service Conference (WSC). (March 15, 1969).
- e. Expenses for Delegate to attend the SCRDM. (May 18, 1985).
- f. Expenses for Alt. Delegate (May 18, 1985), Chair (Nov. 6, 1999), Immediate Past Delegate (Nov. 31, 2009), and \$3000 for all Past Delegates active at the Area (Nov. 2023) to the SCRDM whenever financially possible.
- g. Delegate's Actual Expense to the World Service Conference (WSC) Rounded up to the nearest \$100.00 (Nov. 2007).
- h. Expenses for Alateen Liaison to the AWSC (Oct 31, 2009).
- 4. Transitional Meeting (Nov. 5, 2011).
- 5. Seed money of \$3,500.00 to Assembly Host District. (Nov. 2012).
- 6. Expenses for web-based conferences for Area committee, officer, and coordinator use (Nov. 2023).
- 7. Background checks for AMIAS be paid by the Area (Nov. 2023).
- 8. Expenses for past Delegates and Area Chairs to attend Assemblies and AWSC meetings (Nov. 2012).

IX. Coordinators Resources and Area Job Descriptions

- A. WSO Guidelines are found on the WSO website (<http://al-anon.org>).

Area Alateen, WSO Guideline G-24

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Area Archives, WSO Guideline G-30

Area Forum Coordinator, WSO Guideline G-32

Group Records Coordinator, WSO Guideline G-36

Area Literature Coordinator, WSO Guideline G-6

Guidelines for Newsletter Editors, WSO Guideline G-21

Area Public Outreach Coordinator, WSO Guideline G-38

Guideline for Al-Anon Websites, WSO Guideline G-40

B. Area Job Descriptions

The following job descriptions are posted on the Area website (<http://texas-al-anon.org>).

Delegate

Alternate Delegate

Area Chair

Area Secretary

Area Treasurer

Area Alateen Coordinator

Area Archives Coordinator

Area Group Records Coordinator

Area Newsletter Editor

Area Public Outreach Coordinator

Area Spanish Coordinator

Area Technology Coordinator

Area Alateen Process Person

Alateen Liaison to the Area World Service Committee

X. Area Transfers and Divisions

ETAAA follows the policy outlined in *World Service Handbook* for the division of Districts under the Definition of a District. *Districts are convenient segments into which an Area is divided by the Area World Service Committee, with the approval of the Assembly.*

1. Suggested Guideline: The current map of the Area be located on the Area website or in an electronically accessible format.
2. Electronic Meetings can be a part of the Area, provided they meet the Electronic Group policy (Nov. 5, 2022).
3. Suggested Guideline for the transfer of geographic Groups from one District to another

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District, based on input from the WSO and geographical considerations:

- a. All Groups in one county agree to transfer from their current District to an adjoining District. Groups generally do not petition to join a District that is not geographically next to their current District.
- b. When a new Group is formed, they are automatically assigned to the District of their geographical county by the GRC.
- c. Each Group petitions their current District requesting to transfer to an adjoining District.
- d. Each Group petitions the adjoining District to request transfer to the adjoining District.
- e. If the Districts agree, the DRs from both Districts present a request to the AWSC that the groups be transferred.
- f. If the AWSC agrees with the DRs, the AWSC will recommend that affirmation of the transfer of the group(s) be presented to the Assembly.
- g. The Assembly affirms the recommendation.
- h. Districts may split with approval by the AWSC and the Assembly.

XI. Website

1. The Area will have a website and finance the cost (Nov. 6, 1999). Currently, the Texas website and financial responsibility is shared by Texas East and Texas West.
2. That the website be secure (May 6, 2006).
3. Any ETAAA connected AIS or District using a subsite of the Texas East website pays a minimal fee of \$25.00 to ETAAA. (Nov. 2014).

XII. Electronic Group Policy

Al-Anon Family Groups which meet Electronically (AFGWME, also referred to as “electronic groups”) will automatically qualify to participate in the Texas East Al--Anon/Alateen Area (East Texas Area) service structure if they meet the following qualifications:

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1. They have and will maintain a physical Current Mailing Address (CMA) in the Texas East Area and;
2. They are willing to send a GR to the Texas East Assemblies and to the meetings of the District to which they are assigned.

District assignments for the electronic groups will follow the same suggested guideline for newly registered geographical groups in our Area.

An AFGWME that is interested in participating in the Texas East Area service structure should complete the Electronic Group Area Transfer Request located on the WSO website

If the electronic group does not have a CMA in the Texas East Area, their participation in the Texas East Area service structure will require explicit approval of the Texas East Area based on the group's specific circumstances. A District assignment will also be determined at that time. The group is willing to attend Texas East Area Assemblies and District meetings in person, until and if we ever offer an electronic component. It will be effective immediately. (Nov. 5, 2022).

XIII. *The Beacon*

The Area has a newsletter named *The Beacon*. Publish answers to the Ask it Basket Questions in *The Beacon*. (May 1991). *The Beacon* is sent free of charge to the groups, but groups are encouraged to subscribe. (May, 2007). *The Beacon* will be sent to all groups electronically by email for a trial period of one year ending Jan. 1, 2025.

Suggested Guideline: Currently a redacted *Beacon* is being posted to the Texas website.

XIV. *Alateen*

1. The Area adheres to the policies set forth by the World Service Conference Alateen policies that are approved for the World Service Conference Structure that must adhere to the 2003 Alateen Motion from the Board of Trustees.
2. The Area has established Area Safety and Behavioral Requirements (ASBR), which have been approved by legal counsel, WSO, and the Area (Nov. 11, 2023) (Appendix III).

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- 3.** For an Alateen to participate in any Assembly/Convention/Conference event, the ETAAA Behavioral Agreement (Appendix IV) must be completed and turned into to the event Registration table.
- 4.** The Area supports the Program of Sponsors Sharing Everything (P.O.S.S.E), (Nov. 13, 2004) (Appendix V).
- 5.** Texas East Alateen Area 53 Conference (TEA AC), (Nov. 4, 2006) (Appendix VII).
Suggested Guideline: The Area Treasurer should be a signer on the TEA AC bank account.
- 6.** The Area supports A Day in Alateen (Nov. 4, 2006) (Appendix (VIII)).
- 7.** All AMIAS must recertify by participating in AMIAS training and completing the background check process annually. New/First Time AMIAS will participate in a First Time AMIAS Training. Any AMIAS “returning to service” who was not recertified in the previous calendar year will be considered a First-Time status and will need to attend First Time Certification Training. First Time potential AMIAS are required to attend a Certification Training presented by an Area Alateen Trainer either in person or via an electronic platform. First Time AMIAS Certification Training will be made available throughout the calendar year to provide consistent information for the safety of all. (Nov. 11, 2023).

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Appendix II – Assembly Mentor Guidelines

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Appendix VII – TEA AC

Appendix VIII – Day in Alateen

Appendix IX – Alateen Liaison to the Area World Service Committee Guidelines